

ASSISTANT TO THE CITY MANAGER

DEFINITION:

Under the general direction of the City Manager, the Assistant to the City Manager is responsible for providing highly responsible staff assistance to the City Manager.

CLASS CHARACTERISTICS:

Reporting directly to the City Manager, this is a single class executive management at-will position in the Administration Department that coordinates the efforts of other executive managers and employees as delegated by the City Manager.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Review, interpret, develop, modify, and implement City policies and their application to specific situations in departments; and resolve conflicts involving interpretation of such policies.
2. Write reports, conduct analyses, and develop recommendations concerning policy issues and program operations for the City Manager and City Council.
3. Assist the City Manager in the review of the proposed City budget. Assist in the development of recommendations made to the City Council; assist the City Manager in the review and monitoring of budget expenditures.
4. Represent the City and the City Manager's Office to outside agencies and organizations and individuals; provide technical assistance as necessary.
5. Attend City Council and Redevelopment Agency meetings and track future agenda items as directed by the City Manager.
6. Coordinate and facilitate City Council and Redevelopment Agency agenda review meetings with the Executive Management team and City Manager.
7. Coordinate reports and meetings that involve various City departments and staff members on behalf of the City Manager.
8. Undertake special studies/projects relating to the City Administration function as well as other City functions.
9. Prepare and monitor the budget for City Manager's Office.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued)

10. Assist the City Manager in overall City/RDA budget development and analysis.
11. May oversee City Volunteer Program.
12. May select, evaluate and assign work to the Coordinator of Volunteer Services and provide for their training and professional development.
13. Produce internal and external communications, such as City Visions, press releases and communications to employees.
14. Manage City contract for fire suppression services, computer support, and other contracts as requested.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Chair Computer Committee.
2. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices, and techniques of public administration.
2. Public administration principles related to municipal government activities, including the role of elected officials and staff.
3. Statistical concepts and methods, research organization, problem solving techniques and applicable computer software.
4. Supervision, including selection, training and work evaluation.
5. Budgetary practices and principles.
6. Principles and practices of leadership, motivation, team building and conflict resolution.
7. Cultural diversity issues.

Skill in:

1. Providing good customer service to all employees.
2. City Administration computer operations including word processing and desktop publishing applications.
3. Collecting and analyzing technical information and then developing clear and concise written reports based on this information.
4. Researching, compiling and summarizing varied informational materials and preparing periodic or special reports.
5. Verbal and written communication.

Ability to:

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and judgment within established guidelines.
3. Organize work, set priorities and follow-up on assignments with minimal supervision.
4. Develop and implement policies and procedures having Citywide application.
5. Analyze problems, define alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Assist in the planning, direction, and control of the administration and operation of municipal departments.

JOB REQUIREMENTS:

1. Graduation from a four-year college with a Bachelor's degree in Public Administration, Business Administration, or a closely related field. A Master's degree in Public Administration is desired, but not required.
2. At least five years of professional experience in municipal public administration that has included at least two years of supervision of professional and clerical staff.
3. Customer service orientation and positive public/employee contact skills.

4. Strong analytical and written and verbal communication skills.
5. Experience in contract administration.

OTHER QUALIFICATIONS:

1. Possession of a valid California Class C driver's license in conformance with adopted City driving standards.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machines
6. Calculator
7. Telephone
8. Typewriter

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Speed in using office equipment
7. Lifting up to 10 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 95% of the time
Outdoors: varying conditions 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels